Managing Documents Spread Sheet

Documents	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #
	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates
REQUEST FOR PROPOSALS (RFP) CA100								
• Scope of services, evaluation criteria recommendation, provider list from Community Based Resource Specialist								
• 3-in-1, provider list, independent government cost estimate, scope of services, proposed competitive range from Services Management Specialist to Bureau Chief of Contract Administration for approval								
• Approved requisition package from Bureau Chief of Contract Administration to Budget Office or rejection to Services Management Specialist								
• Pre-encumbered solicitation package from Budget Office to OCP; notice to Services Management Specialist								
• Written Bureau Chief of Contract Administration and Bureau Chief of Program Integrity approval of solicitation package to OCP								

Managing Documents Spread Sheet

Documents	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #
	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates
REQUEST FOR PROPOSALS (RFP) CA100								
• Receipt of provider response and cover memo overview from OCP to Bureau Chief of Program Integrity and Bureau Chief of Contract Administration								
• Community Based Resource Specialist receipt of proposal technical section from Bureau Chief of Program Integrity								
• Services Management Specialist receipt of proposal business section from Bureau Chief of Contract Administration								
• Provider response evaluation results from Community Based Resource Specialist and Services Management Specialist and OCP								
• Negotiation plan from Community Based Resource Specialist, Services Management Specialist and OCP								
• Best and Final Offer request from OCP								

Managing Documents Spread Sheet

Documents	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #
	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates
REQUEST FOR PROPOSALS (RFP) CA100								
• Providers Best and Final Offer from OCP								
• Provider signed agreement								
• 3-in-1 with negotiated prices and provider signature from OCP to Budget Office								
• Budget Office encumbered 3-in-1 to OCP and notification from Budget Office to Services Management Specialist								
• OCP Signed contract documents from OCP to Services Management Specialist and Accounts Payable								
• Signed contract documents from Services Management Specialist to Community Based Resource Specialist								